

Flat File How to

Purpose: Use this Process Guide to

Overview:

Impacted Audience: Core Tech Services

Tools/Accesses Used: [Shared Drive](#), [RIT Vendor Invoicing Performance Report Card](#)

Cadence: Daily As Needed

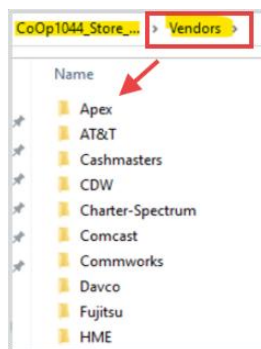
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Process Details

Vendors Folder

1. Navigate to *SharePoint*, open the **Vendors** folder and open the applicable Vendor to work on. Open the *Flat Files* folder (if applicable).
2. Select the Project Folder you want to work on. (fig 1)



(fig 1)

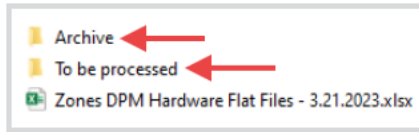
3. Open the **To be processed** folder. (fig 2)
4. Move all old files into the **Archive** folder. (fig 2)



Tip: It is helpful to open two file explorers, one with Archive and one with To be processed to easily move the files around.

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5. When the folder is empty move the new flat files from the shared email drive into the “To be processed” folder. (fig 2)



(fig 2)



Tip: Keep the email unread until the flat file is moved into the folder then mark the email as “read”. That way you can visually tell which flat files have been moved. Also, keep the emails in the folder until the flat files have been run – if there are no issues then move the email to its respective Vendor folder.

6. In the Main folder open the excel file:
 - a. Enable Content on the Security Warning.
 - b. Go to **Invoice Lines** tab:
 - i. If there are no formulas in the Legal Entity and RC columns, then clear the contents in those 2 columns. (If there is a formula then skip to the next step).
 - ii. Click **Refresh All** under the Data header.
 - iii. Copy the data in the Coding column to the right of the table.
 - iv. Text to Columns that copied data. Delimited, Other, . (period).
 - v. Copy the first 21 columns of the new data into the Legal Entity and RC columns.
 - vi. Check the third column of the new data to make sure the account(s) match the RITVIPRC. (fig 3)
 - vii. Delete the new data columns.

Account Name	Column 12	Column 3	Legal Entity	RC	Expense Coding	Invoice	Invoice Date	Coding	Amount	Item Description	Yes	Comment
cashmaster100424u.txt	937674	ORLANDO01	100	6557	631600	437933	20241002	100.006557.631600.000.0000	116.21	FREIGHT		
cashmaster100424u.txt	937674	ORLANDO01	100	6568	631600	437923	20241002	100.006568.631600.000.0000	15	ITEM		Supply Upgrade
cashmaster100424u.txt	937674	ORLANDO01	100	6568	631600	437923	20241002	100.006568.631600.000.0000	116.21	FREIGHT		
cashmaster100424u.txt	937674	ORLANDO01	100	6813	631600	437997	20241004	100.006813.631600.000.0000	15	ITEM		Supply Upgrade
cashmaster100424u.txt	937674	ORLANDO01	100	6813	631600	437997	20241004	100.006813.631600.000.0000	116.21	FREIGHT		
cashmaster100424u.txt	937674	ORLANDO01	100	6940	631600	437964	20241003	100.006940.631600.000.0000	15	ITEM		Supply Upgrade
cashmaster100424u.txt	937674	ORLANDO01	100	6940	631600	437964	20241003	100.006940.631600.000.0000	116.21	FREIGHT		
cashmaster100424u.txt	937674	ORLANDO01	100	6990	631600	437944	20241002	100.006990.631600.000.0000	15	ITEM		Supply Upgrade
cashmaster100424u.txt	937674	ORLANDO01	100	6990	631600	437944	20241002	100.006990.631600.000.0000	116.21	FREIGHT		
cashmaster100424u.txt	937674	ORLANDO01	100	7321	631600	438001	20241004	100.007321.631600.000.0000	60	ITEM		Repair Service
cashmaster100424u.txt	937674	ORLANDO01	100	7321	631600	438001	20241004	100.007321.631600.000.0000	60.5	ITEM		Supply 04383: OMEGA 230 KEYMAT
cashmaster100424u.txt	937674	ORLANDO01	100	7331	631600	437968	20241003	100.007331.631600.000.0000	15	ITEM		Supply Upgrade
cashmaster100424u.txt	937674	ORLANDO01	100	7331	631600	437968	20241003	100.007331.631600.000.0000	81.34	FREIGHT		
cashmaster100424u.txt	937674	ORLANDO01	100	7425	631600	437924	20241002	100.007425.631600.000.0000	15	ITEM		Supply Upgrade
cashmaster100424u.txt	937674	ORLANDO01	100	7425	631600	437924	20241002	100.007425.631600.000.0000	81.24	FREIGHT		
cashmaster100424u.txt	937674	ORLANDO01	100	7639	631600	437903	20241002	100.007639.631600.000.0000	60	ITEM		Repair Service - Customer Damage! - Incident No = 413273
cashmaster100424u.txt	937674	ORLANDO01	100	7639	631600	437903	20241002	100.007639.631600.000.0000	0	ITEM		Supply 04867: TAMPER PROOF LABEL
cashmaster100424u.txt	937674	ORLANDO01	100	7639	631600	437903	20241002	100.007639.631600.000.0000	101.58	FREIGHT		
cashmaster100424u.txt	937674	ORLANDO01	100	7903	631600	437934	20241002	100.007903.631600.000.0000	15	ITEM		Supply Upgrade
cashmaster100424u.txt	937674	ORLANDO01	100	7903	631600	437934	20241002	100.007903.631600.000.0000	40.33	FREIGHT		
cashmaster100424u.txt	937674	ORLANDO01	100	8110	631600	437938	20241002	100.008110.631600.000.0000	15	ITEM		Supply Upgrade
cashmaster100424u.txt	937674	ORLANDO01	100	8110	631600	437938	20241002	100.008110.631600.000.0000	116.21	FREIGHT		
cashmaster100424u.txt	937674	ORLANDO01	100	8276	631600	437958	20241003	100.008276.631600.000.0000	60	ITEM		Repair Service - Customer Damage! - Incident No = 413912
cashmaster100424u.txt	937674	ORLANDO01	100	8276	631600	437958	20241003	100.008276.631600.000.0000	230	ITEM		Supply 000710/3 : CMT MAX PCB ASSEMBLY

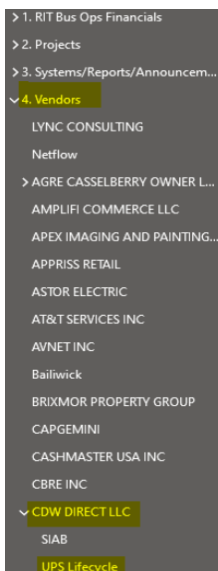
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- c. Refresh the Pivot on the Store Summary tab.
 - i. Collapse entire field on the first column of data (if needed).
 - ii. Check the total Cost
 - d. Refresh the Pivot on the Detail tab.
 - i. Collapse entire field on the first column of data (if needed).
 - ii. Check the total Cost – make sure it ties back to the Store Summary total.
 - e. Copy the flat file names (hidden columns to the right) into the RITVIPRC. (fig 3)
 - f. Save the Excel file with a new date.
7. Attach the excel file and the flat file(s) to an email to the PM listed on the RITVIPRC. (fig 3)
 - a. Use an old email as a guide (changing the dates as needed).
 - b. Send the email to the PM and log the date in the RITVIPRC under the proper date range column and on the proper vendor/project line. (fig 3)
 8. When the approval or rejection comes in log that in the RITVIPRC tracker using the email title date as reference as to where it goes. [RIT Vendor Invoicing Performance Report Card](#) Excel file (for update). (fig 3)

Vendor	Project	Body Of Work	Project Classification	Natural Account/ GL Account	Notes	Avg Approval Time (Days)	PM	3/31/2023 Sent	File	3/31/2023 Approved	Days
New Era Tech/Commworks	N/A	CBS Labeler	Expense	631600		11.9	James Reed				
Telaid	N/A	CBS Labeler	Expense	631605	Look out for charges against	7.5	James Reed	28-Mar 23u.bdt			0
Davaco	N/A	CBS Labeler	Expense	631605		8.5	James Reed				
Zones	N/A	CBS Labeler	Expense	631500 or 631505		10.1	James Reed	28-Mar 23u.bdt			0
Zones	N/A	Corporate Service Requests	Expense	631500 or 631505	RC's greater than 380302	5.3	Jason Connell	28-Mar 23u.bdt			0
Apex Imaging Services	Digital Menu Board Retrofit and Expansion - 500 Stores	Digital Menu Board	DGTLMNU80EXFY22			5.8	Scott Keeda				
Zones	Digital Menu Board Retrofit and Expansion - 500 Stores	Digital Menu Board	DGTLMNU80EXFY22		Also called OSB by Zones	6.4	Scott Keeda	28-Mar 23u.bdt			0

(fig 3)

9. Move the approval email, the copy of the email we sent to the PM and any additional emails pertaining to the flat file(s) into the respective Vendor email for the specified project. (Mark all as read.)



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Revision History

Version	Created Date	Revised Date	Owner	Change Reason	Approval Date
1.1		1/5/2025		Update Document	2/10/2025

Process / Reference Material

- Flat File Standard Process - Final
- Refresh Retail Project Connected Files & Project Trackers
- Inputting Data into Flat File Template Process
- Telecom Invoice Process Document
- Eva's Playbook - R&M Vendor Flat Files Playbook (Onboarding)
- Work through vendor aging statements
- Update Flat File approvals in workbook
- How to gain access, monitor new emails and not mark as read
- Follow up on 14 day aging flat file approvals

Related Links

- [RIT Vendor Invoicing Performance Report Card](#)
- [Shared Drive](#)